



Faculty Center Degree Progress Report


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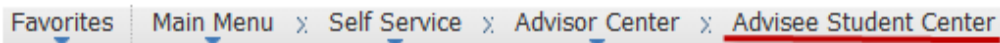
1.0 Introduction

Access to each of the navigations below is based on your security level/type. If you do not find the path, you do not have clearance to use those pages.

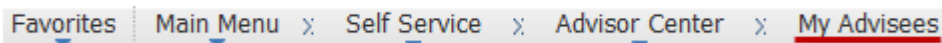
This is a quick guide navigation of the different components contained within the Degree Progress Report (DPR). It explains, briefly, highlights of this advising document and important details on its use and function.

IMPORTANT NOTICE:

Currently PeopleSoft captures and holds the ID of the last student for which a What-If DPR is run. Even if you leave PeopleSoft and return the held ID will still be there. When advising a student be sure to verify that you are looking at the correct student's DPR. To see a different student's DPR from the Advisee Student Center main page use the  button to return to the Advisee Student Center search page. Clicking on Advisee Student Center from the "breadcrumbs" will not take you back to the Advisee Student Center search page



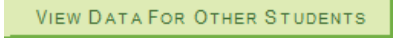


The breadcrumb for My Advisees



does work if you are in the habit of clicking there to view the next student's information.

2.0 Navigation & Instructions

Navigation Path: [Self Service](#)>[Advisor Center](#)

1. Click [My Advisees link](#)
2. If you are a faculty advisor with assigned advisees in PeopleSoft you will see your list of students on this page. Click on View Student Details to enter the Advisee Student Center for that student.
3. If there are no students listed then click  button.
4. Enter the student's EmplID or Last Name, First Name, click .
5. Select Degree Progress Report from the list of links in the Academics section.
6. The DPR will open in the advisee student center tab and includes a listing of student's major/minors, if the student has applied for graduation and for which semester; general information of how to interpret the symbols used in the DPR; listings of minimum degree units and grade point averages; the General Education requirements; pathway minor if declared; major; and minor if declared. Also, if the student has any advising notes, the [Advisor Notes](#) hyperlink will appear in the upper right hand section just below the Current Academic Summary box.
7. Course History Tab: Displays all Chico and transfer courses, as well as test credit with a dynamic sort functionality.
8. Transfer Credit Tab: Displays detailed listing of transfer and test credit with Chico identifiers. Articulated courses are identified with the equivalent Chico course number. Click the Expand All symbol  to see all information. Note: The [Other Credit](#) category is not used by Chico.
9. Graduation Information Tab: Displays communication between students, Academic evaluators and faculty advisors regarding graduation conditions and major/minor requirements.
10. Once you go to any of the other tabs, you have left the DPR and must return to the Advisee Student Center main page and rerun the DPR.

11. To learn more about the DPR see our [FAQs about the DPR](#),

REVISION CONTROL

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Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
6/7/2010	M English	Creation	ALL
8/9/2012	D Coopriider	Full revision	All

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
Click here to enter Review Date	Click here to enter Review Date	Click here to enter Review Date